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*Reports*

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Records Management Staff

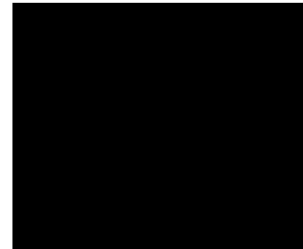
DATE: 20 January 1956

FROM : Records Management Officer for Reports  
and Correspondence

SUBJECT: Forecast of Activity for Period 23 January - 31 June 1956

1. The attached forecast shows that essential projects now in progress which are scheduled for completion in the next six months, together with other commitments, will require the expenditure of thirty hours more than available during the period. This forecast is based on optimum conditions and a conservative estimate of the time that will be spent on miscellaneous activity (item No. 1).

2. It appears that no man hours will be available for new projects. Nor will I be able to devote any time to promoting the various aspects of correspondence management, including the development of the much needed correspondence of administrative requests and reports.



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Attachment:  
Subject forecast

20 January 1956

FORECAST OF ACTIVITY FOR PERIOD  
23 January - 31 June 1956  
Records Management Officer for  
Reports and Correspondence

This forecast is based on a period of 23 weeks containing 114 working days (912 man hours). Projects and other commitments on the Management Officer's time are listed in order of priority.

I. PROJECTS IN PROGRESS

<u>Project or Commitment of Time</u>	<u>Man Hours Required</u>	<u>Cumulative Man Hours</u>
1. <u>Miscellaneous Activity.</u> Time consumed in reading official matter (exclusive of proposed regulations), traveling between Agency buildings, attending conferences and lectures, answering miscellaneous inquiries on reports and correspondence, moving to new location, writing progress reports, and participating in the general routine of office operations.	228	228
2. <u>Overall Reports Management Program Administration.</u> Set up case folders and index cards and publishing a list of approximately 300 reporting requirements; develop an Agency regulation on reports management; provide area Reports Management Officers with essential program guides; promote the DD/P program.	100	328
3. <u>DD/S Reports Management Program.</u> Complete the screening of inventories taken by Offices and Staffs (inventories of the Offices of Security and Comptroller are still outstanding); prepare reports to each Staff or Office, pointing up reports or reporting systems subject to further study; collaborate with area Reports Management Officers on studies of approximately 60 reporting requirements; finalize the DD/S notice on reports management; serve as the DD/S Management Advisor for Reports to review proposals for new or revised reporting requirements; compile statistical reports.	340	668

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<u>Project or Commitment of Time</u>	<u>Man Hours Required</u>	<u>Cumulative Man Hours</u>
4. ✓ <u>DD/I Reports Management Program.</u> Prepare a report for the SA/DD/I setting forth recommendations for improving reports or reporting systems, and outlining a proposal for controlling and improving reports in the DD/I area; develop directives and guides for administering the DD/I program and assist with its installation.	70	738
✓ 5. <u>Dispatch Format and Procedure.</u> Follow-up on the report to EXO/COMMO and EXO/DD/P; procure revised forms and hectograph masters for testing; evaluate tests; provide for procurement of headquarters and field stocks of revised forms; develop Agency regulation on the dispatch procedure.	80	818
6. <u>Employee Suggestions.</u> From past experience I anticipate being requested to evaluate about ten employee suggestions.	50	868
7. <u>Office of Training Lectures.</u> Two lectures for the Administrative Support Course are scheduled.	18	886
8. ✓ <u>Review of Proposed Regulatory Material.</u> Approximately two hours per week will be spent on this continuing assignment.	40	926
✓ 9. <u>Standard Form and Procedure for Reporting and Recording Designations or Revocations of Authority.</u> Follow up on the publishing of the proposed regulation being edited by the Regulations Control Staff; provide for the procurement of the Agency form.	8	934
10. <u>Headquarters Use of Smudge-Proof Hectograph Masters.</u> Follow up on the procurement of masters; promote their use throughout headquarters.	8	942

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<u>Project or Commitment of Time</u>	<u>Man Hours Required</u>	<u>Cumulative Man Hours</u>
11. <u>Correspondence of Administrative Requests and Reports.</u> Coordinate the index with offices of primary concern; provide for the printing of worksheets and index cards; publish the index; assist operating offices with the installation of correspondences.	80	1,022

II. PROPOSED PROJECTS  
(In order of Priority)

<u>Project Title</u>	<u>Man Hours Required</u>
1. <u>Regulations Control Correspondence Survey.</u> Analyze Regulations Control Staff chrono files for evidence of routine repetitive, correspondence; develop form memorandums or pattern memorandums and paragraphs as appropriate, and guides for their preparation on a flexowriter or by manual typewriting.	80
2. <u>Transmittal Dispatch Survey.</u> Analyze reading files in the Records Integration Division, DD/P, to determine whereby transmittal dispatches can be eliminated altogether or supplanted by a simplified transmittal form.	120

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